

# VACANCY ANNOUNCEMENT

American Embassy Nouakchott

**OPEN TO:** All Interested Candidates  
**POSITION:** Public Affairs Assistant (Webmaster), FSN-7 or FP-07  
**OPENING DATE:** Sunday, August 15, 2004  
**CLOSING DATE:** Thursday, September 9, 2004  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** (available upon request at HRO)

**NOTE: ALL THOSE WHO HAVE ALREADY APPLIED FOR THIS POSITION NEED NOT TO REAPPLY.**

***Note: All Ordinarily Resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.***

The U.S. Embassy in Nouakchott is seeking 1 individual for the position of Public Affairs Assistant (Webmaster).

## **DUTIES AND RESPONSILITIES:**

Incumbent serves as an Assistant to the Deputy Chief of the Mission (DCM), who is Post Acting Public Diplomacy Officer, in Public Diplomacy matters with primary responsibility for website design and management, information storage and retrieval, as well as a variety of routine administrative and related duties. Main duties include but are not limited to implementing and maintaining Embassy Official websites on both the Internet and the Intranet to meet with Ambassador's vision in accordance with established Department of State guidelines; instructing selected FSNs as back-up webmasters and photographers; maintaining and updating archives containing speeches, press releases, and digital images as well as the Post Report; and promptly responding to all emails sent to the webmaster account.

## **QUALIFICATIONS REQUIRED:**

***NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.***

- 1). A Degree in Computer Science or a related field required;
- 2). 1 year prior work experience in website design/creation;
- 3). Level 4 English and level 3 French and Arabic
- 4). Knowledge of HTML and how to use it required;
- 5). Knowledge of two website design software and photo image software required.

## **SELECTION PROCESS:**

After an initial screening, qualified candidates will be invited for an oral and written assessment, followed by an interview.

**ADDITIONAL SELECTION CRITERIA:**

1. The Embassy will consider issues such as conflict of interest, nepotism and budget, visa status and whether candidate has a work permit in determining successful candidacy. When equally qualified, American family members (AEFM's) of Mission employees will be given first preference.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (SF-171 or OF-612); **or**
- A current resume or curriculum vitae that provides the same information as an SF-171 or OF-612;
- Documentation (e.g., essays, certificates, awards earned) that address the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- **A phone number.**

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the Embassy by close of business on **September 9, 2004**.

**SUBMIT APPLICATION TO:**

Human Resources Office  
P.O. Box: 222  
American Embassy Nouakchott  
Tel: **525-2660**

**POINT OF CONTACT:**

Human Resources Office  
Telephone: **525-2660 ext: 4534 or 4475**  
Fax: **525-1592**

**\*\*\*DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM's of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**NB: A Social Security Number is required to all Non-Ordinarily Residents**

**Only those whose applications have been taken into consideration will be contacted for interview and/or test.**

**NOTE: ALL THOSE WHO HAVE ALREADY APPLIED FOR THIS POSITION NEED NOT TO REAPPLY.**

**CLOSING DATE FOR THIS POSITION: September 9, 2004**  
*An Equal Opportunity Employer*

Drafted: HR:SyAM  
Cleared: HR:JGreene; MGT:JMadden  
Approved: DCM:DBrown